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NO. 16/55

SUMMARY OF PROCEEDINGS

DD/P TRAINING OFFICERS MEETING

5 May 1955

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1. DD/P and the Office of Training (OTR) agreed to abandon further discussion of [] at the present time. However, Chairman, Clandestine Services Training Committee (C/CSTC), recommended that greater emphasis be

2. Central Processing has agreed to schedule returnees into the CIA Review. The first of the three-hour programs will be presented at 1300 hours, 17 May; thereafter the review will be offered every two weeks. Out-going personnel who wish to take latest information on Agency organization to the field are also invited to attend the program. It was concluded that representatives from CSTC, the Basic School, and the Operations School should monitor the initial presentation.

3. OTR was informed of the imminent transfer of two training officers to other assignments. [] EE Division, will become Deputy Chief of Central Processing; and [] will assume responsibility for [] No replacement for either position has been selected as yet.

Deputy Director of Training (DDTR) felt that, except for administrative standards, general revision of the DD/P training standards should begin only after the revisions to current training courses are completed.

OTR will continue to grant waivers of prerequisites, when justified, for field returnees.

6. Revisions to the DD/I and DD/P editions of the Catalog of Courses have already been disseminated to the catalog holders; field revisions will follow shortly. Recipients should advise the Documents Control Officer, 212-B R&S Building that the addressee is, in fact, the catalog holder or else state to whom the transfer was made.

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8. Several government handbooks on the subject of writing were considered as possible tools for CIA until such time as the Agency can produce its own manual. It was agreed that [redacted] should be consulted for his views of the GPO handbook "Plain Letters" before placing an order for any of the discussed publications. 25X1 25X1
9. [redacted] 25X1
10. [redacted] 25X1
11. [redacted] 25X1

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